



# Bay County 4H Horse Advisory Council

Member Guide

# ***Bay County 4H Horse Advisory Council***

## ***PURPOSE***

The purpose of the Bay County Horse Council can be specifically described as:

1. To establish rules, policies, and procedures necessary to govern any Bay County 4H-sanctioned horse activities.
2. To promote participation in the 4H Horse Program by youth and adults.
3. To keep members and their parents informed about the rules, policies, procedures and opportunities, etc. which affect the operations of the local 4H horse clubs.
4. To provide a forum for information and ideas to be shared *between* 4H Horse Club members and leaders.
5. To partner with the Bay County Fair Board to continuously improve the horse facilities at the Bay County Fair Grounds.

# ***Bay County 4H Horse Advisory Council***

## ***BYLAWS***

*Drafted*            *May 2004*  
*Adopted*        *July 1, 2004*  
*Revised . . .*

### **ARTICLE I – Establishment and Name**

The establishment of this committee was by official business of the Bay County 4H Advisory Council. The name of this sub-committee of the 4H Advisory Council shall be “Bay County 4H Horse Advisory Council”.

### **ARTICLE II – Membership**

The members and adult volunteers who are recognized by the Bay County Extension Service as 4H Club participants will become members of the Bay County 4H Horse Advisory Council so long as their respective club has at least one member with a horse project. The Bay County 4H Agent shall also be a member. These persons shall remain members on the Horse Advisory as long as they are recognized participants with the Bay County 4H Clubs. The members and advisors of each club with Horse Projects shall abide by the rules, policies, and procedures for the Bay County 4H Horse Program, the Michigan State Horse Rules for 4H Horse Shows, and the Bylaws of the Bay County 4H Horse Advisory Council. Participation at monthly meetings by at least two members and/or leaders of each club with a horse project is strongly encouraged for the benefit of their members.

### **ARTICLE III – Officers**

All officers will be elected by nominations from the Bay County 4H Horse Advisory Council membership at the October meeting. The respective responsibilities are:

1. *President* – Duties include presiding over all meetings of the 4H Horse Advisory Council and appointing any subcommittees of the 4H Horse Advisory Council. Term of Office: 1 year.
2. *Vice President* – Duties include representing the President when he or she is unavailable. The Vice President will assume the position of President at the end of term. Term of Office: 1 year (followed by 1 year as President).

3. *Recording Secretary* – Duties include taking minutes of each meeting and distributing last month's minutes at each meeting, recording attendance, handling any correspondence from and to this council, and writing news articles (as needed) to announce events in the 4H newsletters (Clover Chatter and/or Clover Quickie). Term of Office: 1 year.
4. *Treasurer* -- Duties include handling all monies and financial transactions required by this council and giving a monthly accounting of all transactions. All expenditures must be authorized by majority vote of this council. Term of Office: 1 year.

#### **ARTICLE IV – Officer Dismissal**

Any officer who misses three consecutive meetings or who is not fulfilling the required duties shall give just cause and may be removed by a majority vote of the Council in consultation with the Bay County 4H staff.

#### **ARTICLE V – Teen Representatives**

Four positions will exist to be filled by teen representatives. The duties of these representatives are to provide input to agenda on current issues which need to be addressed, to organize an annual horse show (following show rules adopted by this council), and to assist the officers when and where needed. These positions will also be filled at an annual election at the October monthly meeting.

#### **ARTICLE VI – Horse Show Governance**

The Bay County 4H Horse Advisory Council shall govern all Bay County 4H-sanctioned shows including the Bay County Fair Show.

#### **ARTICLE VII – Meeting Schedule**

The Bay County 4H Horse Advisory Council will meet the first Thursday of every month from February through November at 7:00 p.m.. Special meetings may be called by the President with a 1-week notification provided to organizational leaders of each 4H club. This communication will be by postal mail. All meetings will be held at the Canteen Building at the Bay County Fairgrounds unless otherwise communicated.

**ARTICLE VIII – Attendance**

Attendance at normal monthly Council meetings will be recorded by Horse Club. It is recommended that each Horse Club have at least 2 representatives present at each meeting. Representatives in attendance are requested to return to their respective club with any information gathered while at the Council meetings.

**ARTICLE IX – Voting Privileges**

Members, as described in ARTICLE II, will have voting privileges at any Bay County 4H Horse Advisory Council meeting.

**ARTICLE X – Voting Process**

Any normal business and major policy decisions will be decided by majority vote of those in attendance. When an emergency meeting is called, the head organizational advisor from each club will be notified. It will be the responsibility of the head organizational advisor to notify all other advisors and members of their club of the emergency meeting.

**ARTICLE XI – Order of Business**

The meetings of this Council will function under the Robert's Rules of Order and work through the following agenda:

1. Call to Order
2. Pledges
3. Roll Call (Horse Clubs Present)
4. Minutes of previous meeting
5. Treasurer's report
6. Additions to Agenda
7. Committee Reports
8. Unfinished Business
9. New Business
10. Adjournment

**ARTICLE XII – Bylaw Changes**

Bylaw changes, corrections, and/or additions shall be adopted with a vote of members present when two-thirds of the Horse Clubs are represented at a meeting. (for example: if we have 15 Horse Clubs, at least 1 representative from each of 10 Horse Clubs must be in attendance.) The proposal is to be presented in writing and distributed at the first meeting. The vote will occur at the following meeting (assuming required voting membership is present).

**ARTICLE XIII – Council Dissolution and Fund Distribution**

In the event this council is dissolved, any remaining funds, after all debts have been paid, shall be donated to the 4H Advisory Council.

**ARTICLE IV – Horse Show Scoring and Rules**

The official horse show scoring details and rules will be adopted at a future meeting by the voting body of the Bay County 4H Horse Advisory Council.

***Bay County 4H Horse Advisory Council***  
***SHOW RULES***

To be determined. . . .